

# FILING FEE RECORD SHEET INSTRUCTIONS

When submitting the ownership update fee complete the fee record sheet and submit it with the check TO:

**OWNERSHIP UPDATE, DNRC  
PO BOX 201601  
HELENA, MT 59620-1601**

The ownership update fee log sheet was created to assist in reconciling the ownership update fees received against the new property owner's names DNRC receives from Dept of Revenue. The form is optional but the information is required to be submitted with the fee payments.

## Completing the fee log sheet

1. There are two versions on the website- [www.dnrc.mt.gov/wrd/water\\_rts/HB39/](http://www.dnrc.mt.gov/wrd/water_rts/HB39/)
  - a. An Excel version which can be opened, information entered and printed.
  - b. A PDF version which can be printed and typed. If you need two lines to complete a geocode, address, etc. do so.
2. Identify the closing agent. We may need to contact them if we have questions on the transaction.
3. Complete each column with the required information. If you need two lines to complete the information do so.
4. Column #1 is an identifier number, to distinguish one transaction from the next. Use any numbering sequence you want. If you use an in-house identification number for land sales, you can use that number.
5. Enter the closing date and check number
6. The fees for ownership updates are:  
**Water Right Ownership Automated Update**  
**\$50.00** for the first water right plus **\$10.00** for each additional water right updated, up to a maximum of **\$300.00**.
7. Enter the geocode for the property sold. If the property is a part of a recent division of land and no geocode has been assigned by the county DOR office, enter the geocode for the larger parcel that this property was divided from.
8. Enter the seller and buyers names and addresses
9. Enter the water right basin number (i.e. 41M) then the water right number as found in the DNRC water right records.
10. If paying for multiple property sale transactions with one check, total the fees in the last cell of the fee column.
11. Submit the log sheet with the check(s) to the above address